

PLAN REVIEW SUBMITTAL CHECK LIST
NEW COMMERCIAL STRUCTURES AND BUILDING ADDITIONS

Instructions:

1. These instructions are applicable for all New Commercial Buildings and Additions.
2. Complete the application form in ink and either print or type all entries.
3. **The person making this application acknowledges that no work or any operation may begin prior to approval of plans and issuance of a building permit.**
4. **Submittal packages that are determined to be incomplete will be returned to the applicant within 5 days of submittal. No further review will be conducted until all required items are submitted.**

The plan review submittal package shall contain the following:

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| <input type="checkbox"/> Legal Description, obtained from House Numbering Section | <input type="checkbox"/> Storm Water Participation Form |
| <input type="checkbox"/> Two copies of the recorded plat (may be obtained at the Bexar County Courthouse); or proposed plat with Plat ID Number (NOTE: Building Permit will not be issued until plat is recorded or a plat deferral is approved.) | <input type="checkbox"/> Completed Fire Flow Test Report, signed by the Water Purveyor. Flow tests must be conducted within the 12 months prior to the date of the application. |
| <input type="checkbox"/> Completed Application for Building Permit | <input type="checkbox"/> Alcohol Sales / SOB Affidavit |
| <input type="checkbox"/> Asbestos Survey (for additions to existing buildings) | <input type="checkbox"/> City Approved Flood Plan Development Permit (If applicable) |
| <input type="checkbox"/> Texas Department of Licensing and Regulation AB# (If valuation exceeds \$50,000) | <input type="checkbox"/> City Approved Smoke Management and Life Safety Reports (high rise, atria, smoke protected assembly seating, covered mall buildings), if required |
| <input type="checkbox"/> Occupancy Classification Letter, if required (Required for warehouses, storage, manufacturing, hazardous materials storage or use, etc.) | <input type="checkbox"/> Traffic Impact Analysis Worksheet |
| <input type="checkbox"/> Three copies of Landscape Plans, Tree Preservation Plans, and one completed Tree Affidavit/Permit Form, Letter from licensed irrigator (Landscape plans may require Landscape Architect seal and Licensed Irrigator seal). | <input type="checkbox"/> Provide International Energy Conservation Code Compliance/Calculations (if applicable) |
| <input type="checkbox"/> Two identical sets of construction documents, drawn to an appropriate scale. All applicable drawings shall be sealed in accordance with the State of Texas Architect's and/or Engineer's Practice Act. As a minimum, drawings shall include: | |
| <input type="checkbox"/> A Site plan that coincides with the platted lot. The Site plan shall include: all buildings on the site, property lines, easements, sidewalks, approaches, fences and gates, etc. | <input type="checkbox"/> Exterior Elevations |
| <input type="checkbox"/> Fire Protection Site Plan that clearly shows all fire hydrants, fire lanes, and fire department connections for sprinkler systems (See UFC Section 903.2.1, as amended by the City of San Antonio for specific requirements) | <input type="checkbox"/> Reflected Ceiling Plan(s) |
| <input type="checkbox"/> Code Analysis Sheet | <input type="checkbox"/> Plumbing Plans including: |
| <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Piping Layout and Details |
| <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Plumbing Riser Diagram |
| <input type="checkbox"/> Wall and Floor/Roof/Ceiling Sections and Details, including UL or other appropriate design numbers for fire rated assemblies compliance with the state energy conservation code | <input type="checkbox"/> Mechanical Plans including: |
| | <input type="checkbox"/> System Layout, Details, and Duct Sizes |
| | <input type="checkbox"/> Fan Schedules |
| | <input type="checkbox"/> Fire & Smoke Dampers, as required |
| | <input type="checkbox"/> Electrical Plans including: |
| | <input type="checkbox"/> Electrical Layout and Details |
| | <input type="checkbox"/> Riser Diagram |
| | <input type="checkbox"/> Load Analysis |

The following items and approvals may be required in order for Staff to issue a building permit.

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| <input type="checkbox"/> Certificate of Appropriateness from the Historic Preservation Office | <input type="checkbox"/> Aviation Department approval (if applicable) |
| <input type="checkbox"/> Traffic Impact Analysis (TIA) | <input type="checkbox"/> Edwards Recharge Zone Development |
| <input type="checkbox"/> MAOZ Approval | <input type="checkbox"/> Drainage Study (Detention) |

I attest by my signature that all the items required by this checklist are included in the submittal package and acknowledge the conditions above.

Printed Name: _____

Signature: _____

Phone Number: _____

Fax Number: _____

Address: _____

Relationship to Project (Owner, Contractor, Architect, Engineer, Other _____)